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| RECORDS RETIREMENT REQUEST | | | | ASSIGNED BY RECORDS CENTER | |
| <i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i> | | | | JOB NO. | |
| | | | | FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER. | |
| PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN) | | | | | |
| TO: Chief, Records Center. | | FROM: (Office) DD/S&T | | DIVISION OSA | |
| | | BRANCH | | SECTION | |
| APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW | | | | | |
| DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.) | | | | | |
| XX Support files and Auditor's working papers. 1959 - 1961 | | | | | |
| <input type="checkbox"/> SHELF LIST ATTACHED <input checked="" type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER | | | | | |
| CLASSIFICATION OF RECORDS | | | FILE EQUIPMENT OCCUPIED BY RECORDS | | |
| SECRET | | | <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL 6 NUMBER OF DRAWERS | | |
| APPROXIMATE REFERENCE ACTIVITY PER MONTH | | | | | |
| Unknown | | | | | |
| LOCATION OF RECORDS | | | | | |
| BUILDING | ROOM | EXTENSION | DATE | SIGNATURE OF RECORDS CUSTODIAN | |
| HQS | 6B-40 | [] | 13 Dec. 1963 | | |
| PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER) | | | | | |
| TYPE OF MATERIAL | | | | | |
| <input type="checkbox"/> RECORD <input checked="" type="checkbox"/> NON-RECORD | | | | | |
| RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None") | | | | | |
| TO BE OPENED BY OSA PERSONNEL ONLY | | | | | |
| DISPOSITION AUTHORIZATION | | | | | |
| CITE SCHEDULE OR AUTHORITY | | | | | |
| NA | | | | | |
| BUILDING | ROOM | EXTENSION | DATE | SIGNATURE OF AREA RECORDS OFFICER | |
| HQS | 6B-40 | [] | 16 Dec 1963 | | |